



Secretariat meeting – FINAL minutes and actions
Wednesday 8th February 2017, 10-12pm

Present: Alan Jackson (AAJ), Martin Wiseman (MJW), Jenny Cameron (JC), Millie Barrett (MB), Fiona Davey (FD)

Apologies: Steve Wootton (SAW), Carrie Bolt (CB)

Agenda item	Notes	Person responsible	Date due
1. Welcome and apologies	Apologies were noted from Steve Wootton and Carrie Bolt.		
2. Minutes and matters arising from the previous meeting (24.11.16)	<p><u>Response to ESPEN guidance:</u> A two-pronged approach is needed:</p> <ul style="list-style-type: none"> a) a formal response to the journal from the Collaboration, contextualising the guidance within the broader perspective of what we are doing and how the guidance fits in b) A letter to the President of BAPEN, Simon Gabe, to move the relationship forward with them. A draft copy of the journal response should be included in the communication with BAPEN. <p><u>Identification of key contacts in BRCs for communication about future plans:</u> The Project Team has a record of responses from BRCs over the last year, with a list of key contacts. NOCRI to provide up-to-date contact lists for relevant theme leads. BRC negotiations with NIHR are now sufficiently advanced for us to start setting up bilateral meetings with interested BRCs. The unique culture of each BRC should be taken into account when communicating with them, with individual approaches being made first before a larger group meeting when initial interest is confirmed. The approach will be to generate a two-way conversation to explore opportunities for joint working. The purpose of the Collaboration is to drive the agenda in research into cancer and nutrition, thereby assisting researchers to understand the importance of nutrition as an important variable.</p> <p>Action: Begin the process of setting up bilateral meetings between the Collaboration and relevant BRCs.</p> <p><u>Response to NCRI and building network of contacts in CSGs:</u> The next step is to map the different CSGs and the Consumer Forum, in terms of who sits on them and which ones are more likely to be interested in developing a nutrition-focused research agenda. Our ambition is that by the end of 2017 we will have a clearer working relationship with the Consumer Forum and that one or two CSGs are engaged in structured activities aligned with our ambition.</p>	<p>SAW</p> <p>SAW</p> <p>MB</p>	<p>02.03.17</p> <p>02.03.17</p> <p>Ongoing</p>

	<p>Action: Formal acknowledgement of NCRI's response to our completion of the pro-forma to be sent.</p> <p>Action: Mapping process of key CSGs and contacts to begin. <i>It was also agreed at a meeting of the research work stream subgroup leaders on 7th February that Sam Ahmedzai would draft a short survey to find out who the key players are in the CSGs are.</i></p> <p><u>Commercial sector engagement via BNF:</u> There is an ongoing conversation being facilitated by the BNF, who are in a unique position to bring together the commercial sector and academia. We are involved in this conversation and will take opportunities to engage as they arrive. Separate to that, we will publish our work plan for the fifth work stream on the Collaboration website.</p> <p>Action: Commercial sector draft document to have a final check by SAW.</p> <p>Action: Publish commercial sector work stream plan on Collaboration website.</p>	<p>MB</p> <p>FD</p> <p>SAW</p> <p>FD</p>	<p>16.02.17</p> <p>Ongoing</p> <p>02.03.17</p> <p>02.03.17</p>
<p>3. National Office for Nutrition Update</p>	<p>AAJ reported back on three relevant points:</p> <ol style="list-style-type: none"> a) A series of recommendations were presented at a meeting on 2nd February arising out of the OSCHR process. The results of the review carried out by Kathryn Lewer into the national nutrition research landscape fed into this process. b) It had been asked if the results of KL's review could be made public, and it is likely that this will be possible after one final check by NIHR. The full review should then go on the Collaboration website, and a journal paper will be written by AAJ. c) There are three major areas where sufficient divergence of opinion exists to warrant the setting up of discussions amongst senior authoritative individuals in order to reach consensus: physical activity; sarcopenia/wasting/cachexia; behaviour change. Separate conversations are being set up focusing on these three areas, they are at varying stages of development. 		

<p>4. Feedback from Charity Consortium workshop</p>	<p>Jenny Cameron reported back on the event that took place the previous day. It had been a success overall with 18 different charities represented, as well as funders and all the major professional bodies and nutrition associations including the BDA, BNF, AfN and NS. This was the second stage of engagement with charities, following the first meeting in September 2016. The next step will be to invite charities to join a working group to take the agenda to the next level, which will be action-focused.</p> <p>Many charities who attended want to work on nutrition-related research as they recognise it is an important factor, and that it is also of particular importance to patients who want to know more about how nutrition might affect their cancer. However, for many of the charities nutrition is not at the top of their strategic agenda, therefore allowing them a space in which to do work in this area is of benefit.</p> <p>NOCRI will continue to lead on this activity. It is recognised that in order to secure engagement from key players contacts need to be made at the appropriate high level.</p> <p>Action: A report of the day will be written up by NOCRI with input from key Collaboration people who attended on the day.</p> <p>Action: The workshop report to be uploaded to the Collaboration website when finalised.</p>	<p>JC</p> <p>FD</p>	<p>02.03.17</p> <p>02.03.17</p>
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7. Work stream updates	<p>A work stream activity log had been circulated prior to the meeting, for information purposes. No one had any specific comments or questions. The Clinicians survey has been adapted for circulation to GPs, we are hoping that Macmillan and the Royal College of GPs may help disseminate the survey.</p> <p>Action: Professor Paul Little Local (Professor of Primary Care Research at Southampton) to be approached for dissemination of the survey to GPs.</p> <p>The issue of back-fill for work stream leaders was also discussed. Currently there is no allowance for this in the budget which means that individuals are contributing to the Collaboration on a voluntary basis in addition to their often heavy workloads.</p> <p>Going forward it would be beneficial to think more broadly about our stakeholders and shared interests, in order to secure investment from different stakeholders to allow specific objectives to be achieved. Our aims for engaging with the commercial sector, for example, are no different from our aims of engaging with charities or BRCs i.e. to develop the next generation of researchers to address the problems people have in relation to cancer and nutrition.</p>	FD	02.03.17
9. AOB	<p>Jenny Cameron reported that next week she is meeting a company called Oviva, one of the companies selected by Digitalhealth.London for their accelerator programme. Oviva provide online support to patients and are involved in developing smartphone apps that allow patients access to dietitians for advice. Oviva may be interested in developing an app relating to nutrition for cancer patients.</p> <p>Jenny will feed back at the next Secretariat meeting in March.</p>	JC	02.03.17
8. Dates of future meetings	Thursday 2 nd March, Monday 10th April		